

Dear New Homeowner:

Now is the time to apply for **2010 Homestead Exemption!** You must apply between January 1<sup>st</sup> and March 1<sup>st</sup>. This will mean substantial savings on your real estate taxes. If you do not apply by March 1<sup>st</sup>, you will lose your eligibility for this year.

## GENERAL QUALIFICATIONS AND INFORMATION

To qualify for the Homestead Exemption, the applicant must at minimum meet the following criteria as of January 1<sup>st</sup>:

\* Be a U.S. citizen or legal resident \* Own the property (i.e., have legal or equitable title)  
\* Occupy the property as his/her permanent residence (to the exclusion of all others). Click here for a complete list of documents accepted as proof of Florida residency \* Only those qualified persons listed on the exemption application will receive the exemption benefits. If the property is held jointly by husband and wife, either party may apply in person for the homestead exemption.

For more information go to: [http://www.miamidade.gov/pa/exempt\\_homestead.asp](http://www.miamidade.gov/pa/exempt_homestead.asp)

**YOU WILL NEED a Social Security Card** and  
(ALL DOCUMENTS MUST BE IN YOUR NAME)

any **one** of the following **Proof of Ownership**:

1. Warranty Deed
2. Property Tax bill
3. Notice of Proposed Property Taxes
4. Homestead Exemption Automatic Renewal Receipt
5. Computer Public Value Inquiry printouts

Plus any **two** of the following **Proofs of Florida Residence**

1. Driver's License
2. Automobile Registration (not leased)
3. Voter Registration
4. 1040 Income Tax Return filed in Florida or W-2 Form addressed in Florida
5. Intangible Tax Return filed from Florida
6. Florida Unemployment Compensation Registration
7. Employment letter with Employer's letterhead
8. Child School report card or School letter attesting child's registration
9. Moving van receipt from another county or state
10. Doctor's letter with Doctor's letterhead
11. Church letter with Church letterhead
12. SSA-1099 fiscal year Social Security Statement

### 1) YOU MAY RENEW/FILE BY **MAIL**

- a) download the application form <http://www.miamidade.gov/pa/sites.asp>
- b) Complete the form, including information for all residing owners.
- c) Attach documents indicated on the form.
- d) Mail to: **Property Appraiser**, PO BOX 013140, Miami FL 33101

**NOTE:** A receipt is mailed in approximately four weeks of the Property Appraiser receiving your application.

### 2) YOU MAY FILE IN **PERSON** at one of the following locations, Monday-Friday 9 AM-4 PM, (Except legal holidays. Monday January 18, 2010 and February 15, 2010)

**Stephen P. Clark Center**  
111 NW 1st Street  
Miami, FL 33128

**South Dade Government Center**  
10710 SW 211th Street, Room 207  
Cutler Bay, FL 33189

If I may be of further assistance, please call me. It's always a pleasure to hear from you.

Sincerely,